

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800260035-6

D.C.K.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]	[Redacted]	P
2	[Redacted]	[Redacted]	MB
3	[Redacted]	[Redacted]	MB
4	[Redacted]	[Redacted]	
5	[Redacted]	[Redacted]	
6	[Redacted]	[Redacted]	

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT	X	FILE	X	RETURN to Fran
CONCURRENCE	X	INFORMATION		SIGNATURE

Remarks:

[Redacted] is going to move from his present job to one in the Office of the DDI about 1 May.

OCR is interested in candidates for Gus's position with the following qualifications:

- (1) Budget--experience in this line of work is necessary.
- (2) Writing--the ability to write Staff studies and do special surveys is highly important.
- (3) Education--College Graduate in Liberal Arts.
- (4) Experience--General administrative
- (5) Sex-- Male
- (6) Age--30-45

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[Redacted] Records Admin. Officer	4/11/62

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UNCLASSIFIED CONFIDENTIAL SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Ch/Rec hgt Staff		
2	604 - 16th St.		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>Con - I know this leaves something to be desired from a Rec. hgt. point of view, but it is is consistent with our de facto responsibilities of providing reference service. In the meantime we can look to EDP equipment, or at a point in time at which we can say with some validity "Throw it out".</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
ADMIN STAFF/OCR Rm 2-E-61 Ext 			

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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

1 February 1962

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Disposition of OCR Reference Files

1. The identification of obsolete portions of OCR reference files continues to be a major problem. Much of the material cannot be replaced; other sections are unique by virtue of their thematic organization; still others are essential simply because nothing else is available. These are important considerations mitigating, generally, against destruction of reference material, although with careful screening it is possible in the Registers to correct inaccuracies or weed out superseded information, which can then be destroyed.

2. Any determination of finite retention periods necessarily would be arbitrary. Our experience to date reflects researcher interest in materials previously assumed to be outdated or of questionable importance. Until there is a reasonable degree of confidence that materials have outlived their usefulness, it is my decision that no destruction plans for retired reference files will be formalized. We will of course continue the ad hoc screening as we can.

3. Your sustained cooperation and interest in our records problems is very much appreciated.

PAUL A. BOREL
Assistant Director
Central Reference

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